



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

Office of Detention Facilities

November 28, 2017

Chief Jeff Schlueter
New London Police Department
700 Shiocton Street
New London, WI 54961

Dear Chief Schlueter:

On November 14, 2017, the annual inspection of the City of New London Police Department Municipal Lockup was conducted pursuant to Wisconsin Statute 301.37(3). The inspection compared the facility and its operation to applicable State statutes and Department of Corrections Administrative Rule Chapter DOC 349. This report summarizes my findings, an overall summary of facility operations, and any statute or administrative rule violations.

The lockup has housed 1 adult and 0 juvenile inmates to date in 2017.

Summary of Lock up Operations

- The three-cell facility is operated and used by police officers in the City of New London as a short-term holding facility.
- Monthly inspections are conducted of each cell, which provides documentation of security and maintenance issues of the facility.
- Monitors and recording mechanisms are done via a digital system.
- Documentation of cell checks as well as overall documentation while incarceration is regularly reviewed by Officer Ruckdashel.
- In-service training includes Policy Review and Lock Up use.
- Juvenile Training is incorporated into the FTO program

Recommendations:

- Continued monitoring of in-service training with regard to the lock up to include juveniles.
- Review fire inspection schedule to ensure completion and proper documentation.

State Statute and Administrative Code Violations

No violations were revealed as a result of this inspection.

Please extend my gratitude to Officer Ruckdashel for his assistance and accommodation during the inspection process. I appreciate the time he was able to spend with me to discuss the lockup operations. If you have questions or concerns regarding the inspection or I can be of any service to you or your staff please feel free to contact me.

Approval:

The City of New London Police Department Municipal Lockup is approved by the Department of Corrections for the short-term detention of adults and juveniles. The maximum capacity of the two single cells is one (1) and the holding cell is 14 (Confirmed during the inspection process). These approvals are contingent on continuing compliance with all applicable Wisconsin State statutes and administrative rules.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Thelen".

Nancy Thelen, Northeastern Region
DOC-Office of Detention Facilities

cc: Officer Earl Ruckdashel
Kristi Dietz, Director/ODF
Regional file

DEPARTMENT OF CORRECTIONS
OFFICE OF DETENTION FACILITIES
MUNICIPAL LOCKUP INSPECTION SUMMARY

Date: 11/14/2017

DOC Approved Capacity: 1-1-14

Name of Facility: New London Police Department Municipal Lockup

Name of Official in Charge: Chief Jeff Schlueter

Additional Contact Person: Officer Earl Ruckdashel, Lockup Coordinator

DOC REQUIREMENTS

DOC 349.07 Physical Environment

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(2)(3) Single Occupancy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(4) Bed/Toilet/Water Supply
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(5) Windows/Detention Screens
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(6)(7) Security Door at Entrance with Detention-strength Locking Device and Security Glass Observation Opening
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(8) Exterior Lighting

Remarks:

DOC 349.08 Sanitation and Hygiene

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(a) Towels and Soap - <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(b) Hygiene Items - <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(c) Jail Clothing/Footwear - <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(d) Blankets/Laundering - <i>supplies, launder after each use</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(e) Mattresses- Waterproof and Fire Retardant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(2) Cell/Holding Room Sanitation - <i>clean after each use</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(3)(4) & HFS 190 Food Preparation/Service - <i>documentation of meals</i> 349.09(6)

Remarks:

Hygiene packet including toothbrush, soap & comb available at inmate request. Towels are not issued, but paper towels are supplied if needed. Jumpsuits available if clothes are confiscated, footwear is brought in by transporting jail or family member if confiscated by department. Disposable blankets are used and janitorial staff prior to reuse sanitizes cells. If needed, meals are supplied by local fast food vendors and are documented on the inmate log.

DOC 349.09 and 349.17 Inmate Screening and Health Care

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1) 349.17	Admission Screening for Physical and Mental Health Problems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1)	Medical Care Provided - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(2)	Emergency Dental Care Provided - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(9)(3) 349.19	Control and Administration of Medications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(5) 349.19(5)	Record of Drugs Administered - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(4)	Storage of Drugs - <i>secure area not accessible to inmates</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(5)	Notification of Next of Kin Upon Death of Inmate

Remarks: Admission screening for each inmate is completed prior to housing in cell. Inmate log sheets reviewed were completed. Lockup officer checks forms for accuracy and completeness. If an inmate has medical needs they are either transported by EMS, squad or transported to jail. During this inspection period no medications were delivered.

DOC 349.10 Fire Safety

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(1)	Fire Protection Equipment to Include Fire Extinguishers, Fire Alarms, Smoke and Thermal Detectors and Self-contained Breathing Apparatuses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(2)	Written Policies on Fire Protection and Evacuation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(3)	Posted Evacuation Route
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(4)	Document Local Fire Inspection Every Six Months

Remarks: Evacuation routes are posted at both entrance/exits to the lockup. Prior variance has been granted to not provide SCBA's due to the proximity of the fire department to lockup. A monthly inspection by lockup coordinator includes building fire alarms. Fire Inspection was completed 8/16, 12/16 & 8/17 with no violations noted. Sgt. Ruckdashel will be following up with the fire department to ensure another visit is scheduled.

DOC 349.11 Records and Reporting

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(1)	Register of Inmates - <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(2)	Lockup Log - <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(3)	Records in a Secure Place
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(1)	48-hour Notification of an Inmate Death
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(2)	48-hour Notification of Attempted Suicide
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(3)	48-hour Notification of Inmate Injury and Hospitalization
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(4)	48-hour Notification of an Inmate Escape or Attempted Escape
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(5)	48-hour Notification of Damage to Lockup Affecting Safety or Security

☒ ☐ ☐ 349.11(4)(a)(5)(b) Information Requested by Division Shall be Promptly Furnished

Remarks: *N/A indicates no events occurred which required a 48-hour notification to ODF

DOC 349.12 Security

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1)	Physical Inspection of All Areas Every 60 Minutes and Recorded in Log
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1)	Physical Inspection of Inmate Identified as Having Special Problems such as Mental Disturbances, Suicidal Tendency, Severe Alcohol or Drug Withdrawal Every 15 Minutes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(2)	Three Complete Sets of Lockup and Fire Escape Keys
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(4)	All Lockup Personnel Shall Be Familiar with the Lockup System and the Lockup Facility in Event of Fire or Other Emergency. Staff Shall Be Knowledgeable About the Storage of Lockup and Fire Escape Keys.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(5)	Monthly Inspection of Cell and Fire Escape Locks and Doors to be Recorded in the Lockup Log

Remarks: Lockup coordinator reviews documentation for compliance. Policy affords physical inspection of specials needs inmate on a more frequent basis. Four sets of lockup keys – 3 within the secure perimeter, 1 outside. Lock up coordinator completes and documents monthly inspection of doors/locks/camera/intercom/toilet/supplies, emergency releases and panic alarms.

Wisconsin State Statute Chapter 302, Prisons; State, County and Municipal

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(1)(b)	The Keeper of a Lockup Facility Shall Keep It In a Clean and Healthful Condition and Shall Serve Each Prisoner with Clean Water, Towels and Food
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(3)(b)	Keeper of a Lockup Facility Shall Furnish Toilet Facilities, Light and Heat
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.41	At Least One Person of the Same Sex Shall be On Duty to Supervise that Inmate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.42	There Shall be an Attendant Present at Every Jail While There is a Prisoner in Custody
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.365	There Shall be a Policy and Procedure Manual in Effect and DOC Approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.38	Medical Care

Remarks: Policy and Procedure manual reflects operating practice [REDACTED] between the hours of Midnight – 8 a.m. and that no inmate is allowed in the lockup during that time frame. The entire lockup facility reflected clean and healthful conditions.

Nancy Thelen
Detention Facilities Specialist

cc: Kristi Dietz, Director ODF
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